

FCCSC Attendance Policy

Effective June 8, 2015

Regular school attendance is essential for success in the classroom and helps to develop patterns of attendance that carry on into the workplace. Any absence, unexcused, excused, or exempted, can affect the student's academic performance due to lost instructional time. Indiana's Compulsory Attendance Law IC 20-33-2 requires students to attend school each year for the number of days the school is in session. IC 20-33-2-27 and 28, specify it is the parent's responsibility and duty to ensure that their child attends school.

ABSENCES DEFINED

Excused Absence

An excused absence is defined as a day (period) when a student is not at school due to one of the following reasons. The student is **counted absent** but is allowed to make up, and receive credit for, work assigned during his/her absence. The following will be considered excused absences:

- Absence verified by a note or phone call from parent/guardian
- Illness verified by a note from a physician
- Attendance at a funeral family/friend

Exempted Absence

There are a limited number of very specific circumstances when a student may not be able to attend school but will **not be counted absent**. In the event of an exempted absence the student will be allowed to make up, and receive credit for, work assigned during his/her absence. The following will be considered exempted absences:

- Serving as a page
- Serving on a precinct election board
- Subpoenaed to testify in court
- Serving in the National Guard for no more than 10 days
- Serving with the Civil Air Patrol for no more than 5 days
- Participating in the Indiana State Fair for no more than 5 days
- Participating in a field trip
- Participating in a non-school related educational opportunity (requires prior principal approval)
- College visit (2 per year for junior and seniors only)
- Extenuating circumstances (**Certificate of Student's Illness or Incapacity to Attend School** form must be completed and signed by a healthcare professional.)
- Death of immediate family member (parent/guardian, grandparent, sibling)
- Out of School Suspension
- Sent home from school by school nurse or designee
- Students assigned to a bus route that did not run due to hazardous road conditions
- Religious observance

Unexcused Absence

An unexcused absence is any absence not covered under the definition of excused or exempted absence. The student will not be allowed to make up, and receive credit for, work assigned during his/her absence.

Excessive Absences

Any student missing more than nine (9) days of school will be considered excessive. **Both excused and unexcused absences will count toward the nine (9) days.** Exempted days will not be counted toward the 9 days. All excessive absences will be reported to the Indiana Department of Child Services, the Franklin County Probation Department, and the Franklin County Prosecutor.

TARDIES

Tardy K-8

Any student that arrives at school up to 30 minutes late will be considered tardy. Students arriving to school more than 30 minutes late will be counted absent for half of the school day. This half day absence will be counted toward the nine (9) days.

Any student leaving school up to 30 minutes early will be considered tardy. Students leaving school more than 30 minutes early will be counted absent for half of the school day. This half day absence will be counted toward the nine (9) days.

Tardy 9-12

Any student will be considered tardy to school if he/she is not in his/her 1st period classroom when the bell rings at 8:25. Any student arriving to 1st period after the 8:25 bell must report directly to the MAIN OFFICE and sign in indicating the time and reason and receive a "late admit" slip. ANY tardy will count toward the allotted tardy limit. Additionally, ANY tardy will be considered unexcused unless a parent(s) and/or guardian(s) contacts the school the day of the tardy.

Any student will be considered tardy if not in the classroom when the bell rings. Students arriving less than 5 minutes late for a class must report directly to class and will be considered tardy by their classroom teacher and may receive a lunch detention. Students arriving more than 5 minutes after the start of class without an appropriate pass must report directly to the MAIN OFFICE and sign in indicating the time and reason and receive a "late admit" slip.

When a student is referred to the office for excessive tardies to a class the administrator may assign additional disciplinary action. **Any student who arrives to a class 20 minutes after the start of class will be considered absent for that class.**

APPOINTMENTS

Late In/Early Out

During the school year, there may be occasions when a student needs to arrive to school up to 30 minutes late or leave 30 minutes early for an appointment. This allowance is for medically related appointments only. When a student arrives late or leaves early for an appointment a note from the (physician, dentist, orthodontist, therapist, etc.) is required the day of the late arrival or the day following

an early out. Students will not be counted absent and will be allowed to make up, and receive credit for, work assigned during his/her absence.

PROCEDURES

Notification

The FCCSC has adopted a series of notifications for students who are missing an increasing number of school days.

# of Days Absent	Notification
3	Automated Phone Call, Text Message, and Email Parents will receive a phone call from the school indicating that the student has missed three days of school for any reason.
4	Automated Phone Call, Text Message, and Email Parents will receive a phone call from the school indicating that the student has missed four days of school for any reason.
5	Automated Phone Call, Text Message, Email, and Letter Parents will receive a phone call and letter from the school indicating that the student has missed five days and reminding the parent of the importance of regular school attendance.
6	Automated Phone Call, Text Message, and Email Parents will receive a phone call from the school indicating that the student has missed six days of school for any reason.
7	Personal Contact from the School Parents will be personally contacted by a school official. This “personal contact” may be in the form of a phone conversation, a meeting at the school, or a home visit.
8	Automated Phone Call, Text Message, and Email Parents will receive a phone call from the school indicating that the student has missed eight days of school for any reason.
9	Meeting and “Acknowledgement of Notification” A meeting with the parents and student (when age-appropriate) will be conducted. During the meeting the parents (and student) will be reminded that any additional days missed will result in Excessive Absences. Parents (and student) will be asked to sign an “Acknowledgement of Notification” explaining to them the consequences for Excessive Absences and Habitual Truancy.
9+ Excessive	Students, and parents of students, who miss in excess of nine (9) days of school are automatically referred to the Indiana Department of Child Services, the Franklin County Probation Department, and the Franklin County Prosecutor.

Consequences for Excessive Absences K-4

- Students, and parents of students, who miss in excess of nine (9) days of school are automatically referred to the Indiana Department of Child Services, the Franklin County Probation Department, and the Franklin County Prosecutor.
- Students with excessive absences will be allowed (and expected) to make up work for excused days beyond the nine (9) day limit.

Consequences for Excessive Absences 5-8

- Students, and parents of students, who miss in excess of nine (9) days of school are automatically referred to the Indiana Department of Child Services, the Franklin County Probation Department, and the Franklin County Prosecutor.
- Students with excessive absences will be allowed (and expected) to make up work for excused days beyond the nine (9) day limit.
- Students with excessive absences will not meet the attendance requirement under the Student Accountability Policy.
- Students with excessive absences will be placed on social probation.

Consequences for Excessive Absences 9-12

- Students, and parents of students, who miss in excess of nine (9) days of school are automatically referred to the Indiana Department of Child Services, the Franklin County Probation Department, and the Franklin County Prosecutor.
- Students with excessive absences in one (1) or more classes may be considered ineligible for credit for the remainder of the semester or year in those classes for which the absences occurred.
- Students with excessive absences and ineligible for credit in three (3) or more classes will be recommended for Expulsion.
- Student is assigned to one (1) day of Out of School Suspension (OSS) for the 1st (unexcused absence) over the nine (9) day limit.
- Student is assigned to three (3) days of Out of School Suspension (OSS) for the 2nd (unexcused absence) over the nine (9) day limit.
- Student is assigned to five (5) days of Out of School Suspension (OSS) for the 3rd (unexcused absence) over the nine (9) day limit.
- Student is assigned to ten (10) days of Out of School Suspension (OSS) and recommended for Expulsion for the 4th (unexcused absence) over the nine (9) day limit.

RECOVERY DAYS

Recovery Days K-8

Students in grades K-8 may “recover” missed days as follows:

- 4 hours of afterschool “recovery time” equals one (1) full day
- 2 hours of afterschool “recovery time” equals one (1) half day
- Afterschool “recovery time” is limited to one (1) hour per day
- Recovery days are limited to five (5) per year, only four (4) can be in the same semester

HABITUAL TRUANT

Habitual Truant

IC 20-33-2-11 defines a habitual truant as a student that is chronically absent by having **unexcused absences** from school for more than ten (10) days of school in one (1) school year. High school

students meeting this definition of a Habitual Truant will be reported to the Bureau of Motor Vehicles. Under this code, the Bureau of Motor Vehicles may refuse the issuance or suspend an operator's license or learner's permit until the student is at least eighteen (18) years of age.

PERFECT ATTENDANCE

Perfect Attendance

At the conclusion of the school year, students will be recognized for perfect attendance. Students shall have no absences of any kind, shall be in attendance a full day every day that school is in session, have no tardies, and shall have no late in/early outs.

AT RISK ATTENDANCE

Attendance Risk

At beginning of each school year, a list of students with excessive absences the previous school year will be compiled and turned over to the Attendance Officer. A letter putting students and families "on notice" that last year's attendance was excessive and reminding parents about the importance of regular school attendance will be sent. During the school year, the Attendance Officer will closely monitor the absences of these students and intervene when deemed necessary.

SCHOOL WORK

Homework Request

On days a student is absent, a parent may request a student's homework. To have the homework available by the end of the day, the parent shall call the school to request homework by 9:00 a.m. The homework may be picked up from 1:00 p.m. to 4:00 p.m. at the school office, or a parent may designate another student to pick up the homework at the end of the day.

Many homework assignments will also be made available electronically.

Make Up Work

When a student's absence is **Excused** or **Exempt**, he/she is permitted and expected to make up all work missed. All daily work missed due to an **Unexcused** absence may be made up with no credit given. In grades 5-12 it is the student's responsibility to initiate a request for make-up work. Upon return to school, students have two (2) days per each day missed to complete missed assignments or tests.

Franklin County Community School Corporation
2015-16
Certificate of Student's Illness or Incapacity to Attend School

To be completed by the parent:

Student name: _____ DOB: _____
School: _____ Grade: _____
Parent name: _____ Telephone: _____
Telephone: _____

To be completed and signed by the healthcare professional:

Diagnosis or description of the illness or condition that precluded or currently precludes the student's attendance at school:

Date student first seen by healthcare professional for this illness or condition: _____

Date student may be expected to return to school: _____

If unknown, please explain: _____

Date student is to return to be seen by healthcare professional: _____

Healthcare Professional's signature

Healthcare Professional's printed name

Street Address

City, State, Zip

Telephone number

Date